

Wireless E-911 PSAP Funding Request/Report Worksheet

SAP: Hopewell Police Communications

Period: 2003

Total Approved: \$205,108.63

Total Actual: ~~\$92,532.79~~ 91,881.54

Difference: ~~\$112,575.84~~ + 113,227.09 Back to Board

Call Load Data:

Description	Estimated	Actual
Total telephone calls handled by the PSAP	58,507	97,174
Total 911 calls handled by the PSAP	21,680	16,889
Total wireless 911 calls handled by the PSAP	5,850	3,936

Percentage of wireless to total calls : 10.00%

Percentage of wireless to 9-1-1 calls : 26.98%

Equipment used only for Wireless E-911:

Description	Estimated	Actual
Mapping display system (Phase II)	\$ 125,000.00	\$51,350.00
Total dedicated wireless Equipment :	\$ 125,000.00	\$51,350.00

Shared Equipment:

Description	Estimated	Actual
VESTA	\$ 200,000.00	\$0.00
CPE maintenance / lease	\$ 13,098.00	\$11,517.84
Magic maintenance	\$ 9,600.00	\$0.00
Total Shared Equipment for Formula:	\$ 222,698.00	\$11,517.84

Estimated: 5,850 or 10.42% X \$ 222,698.00 = \$ 23,205.13
Increased to minimum percentage

Actual: 10.42% X \$11,517.84 = \$1200.15

Local Exchange Costs (LEC):

Description	Estimated	Actual
4 trunks for wireless segregation	\$ 4,032.00	\$4,032.00
Total LEC Costs :	\$ 4,032.00	\$4,032.00

Personnel Costs:

Description	Estimated	Actual
Salaries and benefits	\$ 442,965.00	\$269,290.22
Overtime	\$ 23,482.00	\$ 66,094.73
Training	\$ 40,957.00	\$ 9,620.78
Total Shared Equipment for Formula:	\$ 507,404.00	\$345,015.73

Estimated: 5,850 or 10.42% X \$ 507,404.00 = \$ 52,871.50
58,507 Increased to minimum percentage

Actual: 10.42% X 338,765.73 = 35,299.39
345,015.73 35,950.64

Adjustments:

Description	Estimated	Actual
Total of adjustments:	\$ 0.00	\$0.00

I certify on behalf of the Hopewell Police Department that all funds were used consistent with the information provided to the Board in this report.

Kimberly M. Parson
Kimberly M. Parson
Administrative Services Manager

29 August 2003

Open Software Solutions, Inc.

18 Oak Branch Drive
Greensboro, NC 27407
(6) 294-3996 telephone
(336) 294-3875 facsimile

JUL 16

Invoice

DATE	INVOICE NO.
7/11/2003	5788

BILL TO

City of Hopewell
300 North Main Street
Hopewell, VA 23860

DUPLICATE

P.O. NO.	TERMS	DUE DATE	SALES REP
S594126	Net 30	8/10/2003	DW

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Cad Resource Monitor Upgrade to Maps	250.00	250.00T
1	First CAD Map Display and Map Maintenance	3,500.00	3,500.00T
2	Additional CAD Map Display License Tier-1	1,000.00	2,000.00T
1	CAD Project Management Service Fees	6,000.00	6,000.00
1	MAP Based Geofile Generation	25,000.00	25,000.00
1	MAP Editor Training	3,000.00	3,000.00
48	Mobile Client Maps	200.00	9,600.00T
1	Estimated Travel & Living Expenses	2,000.00	2,000.00
	Add-On # DW03-145, V1		
THANK YOU FOR YOUR BUSINESS!		SUBTOTAL	\$51,350.00
		SALES TAX (0.0%)	\$0.00
		TOTAL	\$51,350.00

Make check payable to:

Open Software Solutions, Inc.

Questions, call Renee Loftis, ext. 1160 or Angie Stout, ext. 1180

DEPARTMENT



Purchase Order NO. **S594126**

E.I.N. 54-6001354

BILL TO: CITY ACCOUNTS PAYABLE
3RD FLOOR ROOM 322
300 NORTH MAIN STREET
HOPEWELL, VA 23860
804-541-2254

3N

VENDOR NO.	DELIVER BY	TERMS	SHIP VIA	F.O.B.	REQUISITION NO.	
6198	06/10/03					06/10/03

PURCHASE ORDER NUMBER

S594126

DATE

06/10/03

TO: OPEN SOFTWARE SOLUTIONS INC
18-C OAK BRANCH DRIVE
GREENSBORO, NC 27407

SHIP TO: POLICE DEPARTMENT
FIRST FLOOR
300 NORTH MAIN STREET
HOPEWELL, VA 23860

PO

POLICE DEPARTMENT

PO

804-541-2272

ITEM	QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	1 EACH	MAPPING PROGRAM QUOTE NO. DW03-145, VERSION NO. 1 ACCOUNT DISTRIBUTION: 011.3110060.5232.000.000	51350.00	51350.00
			SUB-TOTAL	51350.00
			TAX	0.00
			SHIPPING AND HANDLING CHARGE	0.00
This order is exempt from sales and use tax.				
AREA : POL E-911 DIV				51350.00

INSTRUCTIONS TO THE VENDOR:

1. P.O. # Must appear on all invoices, packing slips, and correspondence.
2. Articles furnished and delivered as itemized on this order are to be in accordance with the terms, prices, delivery and specifications given on the face of this order.
3. By accepting this P.O., the seller agrees to the terms and conditions on this order.
4. Seller agrees to provide applicable Material Safety Data Sheets as required by law.
5. The CITY OF HOPEWELL is exempt from payment of federal, state, and local taxes. An exemption certificate will be furnished if requested.

P.O. VALID ONLY WHEN AUTHENTICATED

verizon

Billing Date 6/1/03
Account 000016604254 95Y
Page 2 of 10
Questions? Call: (800) 607-6575

How Your Charges are Billed

Your telephone bill includes two types of service charges:

1. Regulated Charges - Charges for local telephone service, dial tone line, associated services and installation charges that are regulated by the State Corporation Commission. Your bill will always include some regulated service charges, even if you do not use your phone.

2. Non-Regulated Charges - Charges not regulated by the State Corporation Commission. includes:

Other Service Charges - Value Added Services, Maintenance Plans, etc.

Toll Charges - Charges for both local and long distance toll calls.

Directory Advertising Charges - Charges for advertising in the Verizon Directory.

	Past Due Balances	Current Charges	Totals
Regulated Charges	1110.23cr*	1505.23	395.00
Non-Regulated Charges			
Other Service Charges	.00	959.82	959.82
Toll Charges	.00	.00	.00
Directory Advertising Charges	.00	.00	.00
Totals	\$1110.23cr	\$2465.05	\$1354.82

* You must pay any past due balances for Regulated Charges by the due date indicated on the front page of your bill to avoid suspension of your local telephone service.

The following pages provide billing detail for the charges listed.
If you have any questions or complaints, call us using the telephone number found at the top of the Verizon pages of your bill.
Verizon Virginia is regulated by the Virginia State Corporation Commission. (Federal Tax ID 54-0167060)

959.82
x 12 mo
11,517.84



Account 000016604254 95Y

Page 3 of 10

Summary of Current Charges

This summary is for informational purposes only.

Verizon

Bill Section	First Page	Calls	Minutes	Amount
Monthly Charges	4			2465.05
Services and Equipment Information	6			
Total Verizon Current Charges				2465.05
Total Summary of Current Charges				\$2465.05

Verizon Monthly Charges

• Monthly Service from Jun 1, 2003 thru Jun 30, 2003 # 2465.05

Total Verizon Monthly Charges \$2465.05

Additions and Changes to Verizon Service(s) - Detail

• Activity on 023 785-4038

• Removed from Monthly Service from May 18, 2003 thru May 31, 2003

Description	Qty	Pro-Rated	One-Time	Type	Amount
1. Line Exception Treatment Toll Guide Direction .00 Per Month	2	.00			.00
Total for 023 785-4038					.00

• Activity on 804 204-2536

• Added to Monthly Service from May 18, 2003 thru May 31, 2003

Description	Qty	Pro-Rated	One-Time	Type	Amount
2. E911 Line Exception Treatment Toll Guide .00 Per Month	1	.00			.00
3. Unlimited Usage - Extended Area Calling .00 Per Month	1	.00			.00
Total for 804 204-2536					.00

• Activity on 804 777-9887

• Added to Monthly Service from May 18, 2003 thru May 31, 2003

Description	Qty	Pro-Rated	One-Time	Type	Amount
4. E911 Line Exception Treatment Toll Guide .00 Per Month	1	.00			.00
5. Unlimited Usage - Extended Area Calling .00 Per Month	1	.00			.00
Total for 804 777-9887					.00

Total Additions and Changes to Verizon Service(s) \$0.00

Important News Regarding Wireless Calls

Recent changes in federal regulation have given rise to changes in billing arrangements between Verizon and some wireless phone service providers. Therefore, depending on the wireless number you are calling, you may incur regional toll or local message charges for calls made to wireless phone numbers. These charges were previously paid for by the wireless provider. These changes are ongoing and will be completed by October 2003. You may also need to dial a prefix ("1" or "1" plus the area code). If you have any questions, please call the Bill Information telephone number on your bill.



Directory Assistance" Adds Name and Address service

Recently, Verizon began offering 411 customer name and address (CNA) service - a reverse directory assistance service that provides you the name and address for any telephone number available from our directory assistance service. The rate is the same as for a national directory assistance call.

You may ask the operator for up to two listings per call and the charge will apply whether or not the listings can be found or are available. You may obtain a refund of the service charge if a wrong listing is provided and Verizon's liability to you for any other service errors or failures is also limited to a refund or credit of the service charge.

If you have a need to keep your name and address from being provided to CNA callers, simply call your local Verizon business office at the number on your bill to order non-published service or to omit the residential address from your directory listing.

Verizon Services and Equipment Information

•Summary of Services

Following is a Summary of Recurring Monthly Charges for Informational Purposes
Total Charges Due appear on Page 1 of your bill.

•Monthly Service

Description	#	Qty	Tag	Amount
1. Comb ANI, ALI & Selective Rtg, per 1000 Local Exchg Svc Lines		13		1469.00
2. E911 Line Exception Treatment Toll Guide		2		.00
3. Listed Service		1		.00
4. Special Assembly-E911 BTN	#	3		959.82
5. Unlimited Usage - Extended Area Calling		2		.00
6. Automatic Ringing		1		5.48
7. Foreign Exchange (FX) Channel Term Non-contiguous - Local		4		.00
8. Foreign Exchange (FX) Mileage Non-contiguous - Local	#	2		.00
9. Hunting		4		.00
10. Intraexchange Local Channel Regular Voice Grade		3		30.75
11. Series Hunting		2		.00
				2465.05

Total Summary of Services

\$2465.05

Tax Codes:	L S	Local State	F R	Federal Local Surcharge	E Exempt
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Indicates charges for non-regulated product(s) or service(s)



Verizon Services and Equipment Information

Verizon Products and Services

Following is the Detail of Recurring Monthly Charges for Informational Purpose.
Total Charges Due appear on Page 1 of your bill.

•Products and Services - Account Level

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
1. Comb ANI, ALI & Selective Rtg, per 1000 Local Exchg Svc Lines	#	13	4/4/02	EEEE	
2. Special Assembly-E911 BTN Description (DESY) Special Assembly USOC (USOCY) Special Billing Auth (SBAY)	#	1 O 3RD POS,1 TIU,2 MIU WZHQB 1999-106284	4/4/02	EEEE	.00
3. Special Assembly-E911 BTN Description (DESY) Special Assembly USOC (USOCY) Special Billing Auth (SBAY)	#	1 O MAINT FOR 3RD POS,1 TIU,2 MIU WZHQC 1999-106284	4/4/02	EEEE	65.82
4. Special Assembly-E911 BTN Description (DESY) Special Assembly USOC (USOCY) Special Billing Auth (SBAY)	#	1 O EXTEND MAINTANCE ON EXISTING E WZHRG 1999-117259	4/4/02	EEEE	894.00
5. Series Hunting	2		12/8/86	EEEE	.00

•Products and Services Individual Line(s)

Location Group: 00000 300 N MAIN ST
HOPEWELL VA

•BAC 00000

023 785-4038

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
6. Listed Service	1		12/8/86	EEEE	

52.PLPA.259199..VA

•Circuit Location: 00001 300 N MAIN ST
HOPEWELL VA

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
7. Automatic Ringing	1		9/5/02	EEEE	5.48
8. Intraexchange Local Channel Regular Voice Grade	1		9/5/02	EEEE	10.25

Tax Codes:	L S	Local State	F R	Federal Local Surcharge	E Exempt
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Verizon Services and Equipment Information

• Verizon Products and Services

• Products and Services - Individual Line(s)

• Location Group: 00000

• BAC 00000

52.PLPA.259199..VA

(continued)

• Circuit Location: 00002 200 S HOPEWELL ST
HOPEWELL VA

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
1. Intraexchange Local Channel Regular Voice Grade	1		9/5/02	EEEE	10.25

• Circuit Location: 00003 3400 VIRGINIA ST
HOPEWELL VA

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
2. Intraexchange Local Channel Regular Voice Grade	1		9/5/02	EEEE	10.25
					36.23

804 204-2536

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
3. E911 Line Exception Treatment Toll Guide	1		5/17/03	EEEE	.00
4. Unlimited Usage - Extended Area Calling	1		5/17/03	EEEE	.00
					.00

804 777-9887

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
5. E911 Line Exception Treatment Toll Guide	1		5/17/03	EEEE	.00
6. Unlimited Usage - Extended Area Calling	1		5/17/03	EEEE	.00
					.00

Total Location Group 00000

36.23

• Location Group: 00001

300 N MAIN ST
HOPEWELL VA

Tax Codes:

L
S

Local
State

F
R

Federal
Local Surcharge

E

Exempt

continues



Verizon Services and Equipment Information

Verizon Products and Services

- Products and Services - Individual Line(s)
- Location Group: 00001 (continued)
- BAC 00000

804 911-7770

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
1. Hunting	1	O	4/4/02	EEEE	.00
					.00

804 911-7771

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
2. Hunting	1	O	4/4/02	EEEE	.00
					.00

804 911-7775

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
3. Foreign Exchange (FX) Channel Term Non-contiguous - Local	2		4/4/02	EEEE	.00
4. Foreign Exchange (FX) Mileage Non-contiguous - Local	#	1	4/4/02	EEEE	.00
Hunting	1	O	4/4/02	EEEE	.00
					.00

804 911-7776

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
6. Foreign Exchange (FX) Channel Term Non-contiguous - Local	2		4/4/02	EEEE	.00
7. Foreign Exchange (FX) Mileage Non-contiguous - Local	#	1	4/4/02	EEEE	.00
8. Hunting	1	O	4/4/02	EEEE	.00
					.00

Total Location Group 00001

.00

SRC Legend

Indicators identify rate applied to charges, when there is no indicator the Tariff default rate has been applied.

O Override Rate

T Term Agreement Rate

I ICB Contract Rate

Tax Codes:

L
S

Local
State

F
R

Federal
Local Surcharge

E

Exempt

Indicates charges for non-regulated product(s) or service(s)



Service and Equipment Indexing

•Location Group Index

Location Group	Address	Page Number
00000	300 N MAIN ST HOPEWELL VA	7
00001	300 N MAIN ST HOPEWELL VA	8

•Line Number Index

Number	Page Number	Contract ID
023 785-4038	7	
804 204-2536	8	
804 777-9887	8	
804 911-7770	9	
804 911-7771	9	
804 911-7775	9	
804 911-7776	9	

•Circuit Number Index

Number	Page Number	Contract ID
52.PLPA.259199..VA	7	

Tax Codes:

L
S

Local
State

F
R

Federal
Local Surcharge

E Exempt



CITY OF HOPEWELL
WIRELESS
023 785-4038

Manage your account online at www.verizon.com

Bill Mailed on 6/9/03

Account Summary

Amount of last bill dated 5/1/03.....	\$336.00
Payment(s). Thank you. 5/16.....	\$336.00
Balance.....	\$0.00
Verizon Services.....	\$336.00
Current Charges Due by 6/30/03.....	\$336.00
Total Amount Due by 6/30/03.....	\$336.00

A late payment charge not to exceed 1.50% applies to any balance carried forward to next month's bill.

✓ To enroll in the Verizon Direct Debit Payment Option, please read and sign the agreement on the reverse of the payment form.

JUN - 6 2003

okay
E. Hage

011.3110060-5732
6/6/03

V 447/99
Wireless 6/03

Please write in amount enclosed and send this coupon with your payment in U.S. dollars to the address below.

How Your Charges are Billed

Your telephone bill includes two types of service charges:

1. **Regulated Charges** - Charges for local telephone service, dial tone line, associated services and installation charges that are regulated by the State Corporation Commission. Your bill will always include some regulated service charges, even if you do not use your phone.
2. **Non-Regulated Charges** - Charges not regulated by the State Corporation Commission. includes:
Other Service Charges - Value Added Services, Maintenance Plans, etc.
Toll Charges - Charges for both local and long distance toll calls.
Directory Advertising Charges - Charges for advertising in the Verizon Directory.

	Past Due Balances	Current Charges	Totals
Regulated Charges	.00 *	336.00	336.00
Non-Regulated Charges			
Other Service Charges	.00	.00	.00
Toll Charges	.00	.00	.00
Directory Advertising Charges	.00	.00	.00
Totals	\$.00	\$336.00	\$336.00

* You must pay any past due balances for Regulated Charges by the due date indicated on the front page of your bill to avoid suspension of your local telephone service.

The following pages provide billing detail for the charges listed.
If you have any questions or complaints, call us using the telephone number found at the top of the Verizon pages of your bill.
Verizon Virginia is regulated by the Virginia State Corporation Commission. (Federal Tax ID 54-0167060)



Summary of Current Charges

This summary is for informational purposes only.

Verizon

Bill Section	First Page	Calls	Minutes	Amount
Monthly Charges	4			336.00
Services and Equipment Information	6			
Total Verizon Current Charges				336.00
Total Summary of Current Charges				\$336.00





Verizon Monthly Charges

• Monthly Service from Jun 1, 2003 thru Jun 30, 2003 # 336.00

Total Verizon Monthly Charges \$336.00

Additions and Changes to Verizon Service(s) - Detail

• Activity on 023 785-4038

• Removed from Monthly Service from May 18, 2003 thru May 31, 2003

Description	Qty	Pro-Rated	One-Time	Type	Amount
1. Line Exception Treatment Toll Guide Direction .00 Per Month	2	.00			.00
Total for 023 785-4038					.00

• Activity on 804 342-9927

• Added to Monthly Service from May 18, 2003 thru May 31, 2003

Description	Qty	Pro-Rated	One-Time	Type	Amount
2. E911 Line Exception Treatment Toll Guide .00 Per Month	1	.00			.00
3. Unlimited Usage - Extended Area Calling .00 Per Month	1	.00			.00
Total for 804 342-9927					.00

• Activity on 804 706-9913

• Added to Monthly Service from May 18, 2003 thru May 31, 2003

Description	Qty	Pro-Rated	One-Time	Type	Amount
4. E911 Line Exception Treatment Toll Guide .00 Per Month	1	.00			.00
5. Unlimited Usage - Extended Area Calling .00 Per Month	1	.00			.00
Total for 804 706-9913					.00

Total Additions and Changes to Verizon Service(s) \$.00

Important News Regarding Wireless Calls

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"Directory Assistance" Adds Name and Address service

Recently, Verizon began offering 411 customer name and address (CNA) service - a reverse directory assistance service that provides you the name and address for any telephone number available from our directory assistance service. The rate is the same as for a national directory assistance call.

You may ask the operator for up to two listings per call and the charge will apply whether or not the listings can be found or are available. You may obtain a refund of the service charge if a wrong listing is provided and Verizon's liability to you for any other service errors or failures is also limited to a refund or credit of the service charge.

If you have a need to keep your name and address from being provided to CNA callers, simply call your local Verizon business office at the number on your bill to order non-published service or to omit the residential address from your directory listing.

Verizon Services and Equipment Information

Summary of Services

Following is a Summary of Recurring Monthly Charges for Informational Purposes.
 Total Charges Due appear on Page 1 of your bill.

Monthly Service

Description	Qty	Tag	Amount
1. Additional E911 Line To PSAP	4		336.00
2. E911 Line Exception Treatment Toll Guide	2		.00
3. Listed Service	1		.00
4. Unlimited Usage - Extended Area Calling	2		.00
5. Foreign Exchange (FX) Channel Term Non-contiguous - Local	8		.00
6. Foreign Exchange (FX) Mileage Non-contiguous - Local	# 4		.00
7. Hunting	4		.00
8. Series Hunting	2		.00
			336.00

Total Summary of Services

\$336.00

Tax Codes:

L
S

Local
State

F
R

Federal
Local Surcharge

E Exempt



Verizon Services and Equipment Information

Verizon Products and Services

Following is the Detail of Recurring Monthly Charges for Informational Purposes

Total Charges Due appear on Page 1 of your bill.

•Products and Services Account Level

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
1. Series Hunting	2		4/5/02	EEEE	.00

•Products and Services - Individual Line(s)

•Location Group: 00000 300 N MAIN ST
HOPEWELL VA

•BAC 00000

023 785-4038

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
2. Listed Service	1		4/5/02	EEEE	.00

804 342-9927

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
911 Line Exception Treatment Toll Guide	1		5/17/03	EEEE	.00
4. Unlimited Usage - Extended Area Calling	1		5/17/03	EEEE	.00
					.00

804 706-9913

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
5. E911 Line Exception Treatment Toll Guide	1		5/17/03	EEEE	.00
6. Unlimited Usage - Extended Area Calling	1		5/17/03	EEEE	.00
					.00

Total Location Group 00000

.00

•Location Group: 00001 300 N MAIN ST
HOPEWELL VA

Tax Codes:	L S	Local State	F R	Federal Local Surcharge	E Exempt
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continues



Verizon Services and Equipment Information

• Verizon Products and Services

• Products and Services - Individual Line(s)

• Location Group: 00001 (continued)

• BAC 00000

804 911-5410

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
1. Additional E911 Line To PSAP	1		9/4/02	EEEE	84.00
2. Foreign Exchange (FX) Channel Term Non-contiguous - Local	2		9/4/02	EEEE	.00
3. Foreign Exchange (FX) Mileage Non-contiguous - Local	#	1	9/4/02	EEEE	.00
4. Hunting	1	0	9/4/02	EEEE	.00
					84.00

804 911-5411

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
5. Additional E911 Line To PSAP	1		9/4/02	EEEE	84.00
6. Foreign Exchange (FX) Channel Term Non-contiguous - Local	2		9/4/02	EEEE	.00
7. Foreign Exchange (FX) Mileage Non-contiguous - Local	#	1	9/4/02	EEEE	.00
8. Hunting	1	0	9/4/02	EEEE	.00
					84.00

804 911-5415

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
9. Additional E911 Line To PSAP	1		9/4/02	EEEE	84.00
10. Foreign Exchange (FX) Channel Term Non-contiguous - Local	2		9/4/02	EEEE	.00
11. Foreign Exchange (FX) Mileage Non-contiguous - Local	#	1	9/4/02	EEEE	.00
12. Hunting	1	0	9/4/02	EEEE	.00
					84.00

804 911-5416

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
13. Additional E911 Line To PSAP	1		9/4/02	EEEE	84.00
14. Foreign Exchange (FX) Channel Term Non-contiguous - Local	2		9/4/02	EEEE	.00
15. Foreign Exchange (FX) Mileage Non-contiguous - Local	#	1	9/4/02	EEEE	.00

Tax Codes:

L
S

Local
State

F
R

Federal
Local Surcharge

E

Exempt

Indicates charges for non-regulated product(s) or service(s)

continues

Verizon Services and Equipment Information

Verizon Products and Services

- Products and Services - Individual Line(s)
- Location Group: 00001
- BAC 00000

804 911-5416 (continued)

Description	Qty	SRC	Initiation Date	Tax LSFR	Amount
1. Hunting	1	O	9/4/02	EEEE	.00

84.00

Total Location Group 00001

336.00

SRC Legend

Indicators identify rate applied to charges, when there is no indicator the Tariff default rate has been applied.

O Override Rate

T Term Agreement Rate

I ICB Contract Rate

Tax Codes:

L
S

Local
State

F
R

Federal
Local Surcharge

E

Exempt

CITY OF HOPEWELL, 300 North Main Street Hopewell, Virginia 23860

NO. 37074623

VENDOR NO.

DATE

CHECK NO.

INVOICE NO.	INV. DATE	DESCRIPTION	INV. AMOUNT	DISC. AMOUNT	NET AMOUNT
447	06/10/2003	37074623			
WIRELESS 6/03	06/01/03	JUNE 2003 BILLING	336.00	0.00	336.00

VERIZON

336.00

0.00

336.00

> > > DETACH CHECK BEFORE DEPOSITING < < < <



CITY OF HOPEWELL
300 North Main Street
Hopewell, Virginia 23860

SunTrust Bank
Richmond, Virginia
OPERATING ACCOUNT

68-2
510

NO. 37074623

DATE

06/10/2003

VOID AFTER 90 DAYS

AMOUNT

*****\$336.00

■ THREE HUNDRED THIRTY-SIX DOLLARS AND 00 CENTS *****

PAY

TO THE ORDER OF VERIZON
P O BOX 17398
BALTIMORE, MD 21297-0429

FILE COPY CHECK

VOID OVER \$336.00

C37074623C B051000020B 001428187C

The Federal Universal Service Fund (FUSF) surcharge is decreasing to \$.57 per dial tone line, and \$2.85 per ISDN PRI pipe. The FUSF charge, which is reduced quarterly, helps to keep local telephone rates affordable for all customers and gives a discount to schools, libraries and low income households.

Page 2



Verizon Charges	
\$ 336.00 Monthly Service	Jul 01-Jul 31

Billing Questions 1 800 607-6575

Page 3



Summary

\$2849.14	Last bill
<u>-2849.14</u>	Payments
.00	Thank you for your payment

-336.00 Verizon
\$ 336.00 Subtotal Pay Verizon by Jul 31

RECEIVED
JUL 8 2002
Page 3
ACCOUNTING

Jul 31
This bill was mailed on Jul 8, 2002.
A late payment charge of 1.5% will apply
to any amounts not received by Jul 31.

V 44799

011.3110000.5230

[illegible]

Salaries & Benefits

Salaries & Wages (As of 6/30/03)	\$182,661.39
Part-Time (As of 6/30/03)	\$20,099.35
FICA-Employer Contribution (As of 6/30/03)	\$19,727.72
Retirement VRS (As of 6/30/03)	\$18,945.03
Employee Health Insurance (As of 6/30/03)	\$17,673.39
Unemployment Insurance (As of 6/30/03)	\$9,200.00
Worker's Compensation Insurance (As of 6/30/03)	\$568.34
Staff Uniforms (As of 6/30/03)	\$415.00
	\$269,290.22

Overtime

Overtime (As of 6/30/03)	\$66,094.73
--------------------------	-------------

Training

Consultant Fee (8/13/02)	\$2,000.00	←
Chesterfield CJ Academy Dispatcher Training (9/10/02)	\$80.63	
APCO Conference-Dispatcher Expense (9/24/02)	\$115.00	
APCO Conference-Comm Ctr Supervisor Expense (9/24/02)	\$90.00	
APCO Conference-Admin Svc Mgr Expense (9/24/02)	\$90.00	
APCO Conference Registration (9/24/02)	\$75.00	
APCO Conference Hotel Fee (9/24/02)	\$630.72	
Consultant Fee (12/10/02)	\$2,900.00	←
Consultant Fee (12/10/02)	\$1,350.00	←
APCO Conference Registration (4/08/03)	\$125.00	
APCO Conference Hotel Fee (4/8/03)	\$748.08	
APCO Conference-Dispatcher Expense (4/23/03)	\$118.00	
APCO Conference-Dispatcher Expense (4/23/03)	\$98.00	
APCO Conference-Admin Svc Mgr Expense (5/20/03)	\$13.65	
APCO Dispatch Training Officer Course-Dispatcher Expense (5/13/03)	\$432.37	
APCO Communications Supervisor Course-Dispatcher Expense (5/28/03)	\$374.38	
APCO Communications Supervisor Course-Dispatcher Expense (6/30/03)	\$29.95	
APCO International Membership Dues-Six Dispatchers (3/4/03)	\$360	
	\$9,630.78	
	6250.00	
	<u>3380.78</u>	

6250

RECEIVING

Purchase Order NO. **S591223**

E.I.N. 54-6001354

BILL TO: CITY ACCOUNTS PAYABLE
3RD FLOOR ROOM 322
300 NORTH MAIN STREET
HOPEWELL, VA 23860
804-541-2254

3N



VENDOR NO.	DELIVER BY	TERMS	SHIP VIA	F.O.B.	REQUISITION NO.	PURCHASE ORDER NUMBER	DATE
1768	09/17/02					S591223	09/17/02

TO: HOLIDAY INN
HOTEL TANGLEWOOD
4468 STARKEY ROAD SOUTHWEST
ROANOKE, VA 24014

SHIP TO: POLICE DEPARTMENT
FIRST FLOOR
300 NORTH MAIN STREET
HOPEWELL, VA 23860

PO

POLICE DEPARTMENT

PO

804-541-2272

ITEM	QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	1 EACH	HOTEL ACCOMODATIONS WHILE ATTENDING THE APCO FALL CONFERENCE IN ROANOKE OCTOBER 2ND - OCTOBER 4TH. PARSONS, KIMBERLY CONF. #66094193 POLASCIK, HELENE CONF. #66094571 HUNTER, KIM CONF. #66093767 "IMMEDIATE CHECK" DEPARTMENT PICKUP ACCOUNT DISTRIBUTION: 011.3110060.5540.000.000 630.72	630.72	630.72
<div style="border: 1px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;"> RECEIVED SEP 18 2002 </div>				
SUB-TOTAL				630.72
TAX				0.00
SHIPPING AND HANDLING CHARGE				0.00
This order is exempt from sales and use tax.				
AREA : POL E-911 DIV				630.72

INSTRUCTIONS TO THE VENDOR:

1. P.O. # Must appear on all invoices, packing slips, and correspondence.
2. Articles furnished and delivered as itemized on this order are to be in accordance with the terms, prices, delivery and specifications given on the face of this order.
3. Accepting this P.O., the seller agrees to the terms and conditions on this order.
4. Seller agrees to provide applicable Material Safety Data Sheets as required by law.
5. The CITY OF HOPEWELL is exempt from payment of federal, state, and local taxes. An exemption certificate will be furnished if requested.

I certify that all commodities on this order have been received, inspected and have been approved as satisfactorily fulfilling the requirements of this order.

RECEIVING DATE 09-18-02 SIGNATURE KM Parson

Elston Hagan

P.O. VALID ONLY WHEN AUTHENTICATED

P.O. VALID ONLY WHEN AUTHENTICATED

City of Hopewell
Request for Travel Authority

Employee Name	Kimberly M. PARSON
Dates of Travel	OCT. 1, 2002 - OCT. 4, 2002
Purpose of Trip	ARCO Virginia Chapter Fall Conference
Destination	Roanoke, Virginia
Account Number	D11. 31100600. 5540. 000. 000

Total Estimated Expenses:

Room 210.24
Meals 90.00
Transportation (check all that apply)
☐ Air _____
☐ Rail _____
☐ City Car _____
☐ Personal Car _____
☐ Rental Car _____
Registration 25.00
Other _____
TOTAL 325.24

☐ I hereby request travel authority with no advance.
☒ I hereby request a travel advance in the amount of \$ 90.00

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within ten (10) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date: 9-13-02

Signed: Kimberly Parson

Approved by Department Director _____

Approved by City Manager _____

FOR FINANCE OFFICE USE ONLY

Advance Check No.	Date
Expense Accounting	Date
Expense Check	Date

APCO Virginia Chapter
Fall Conference
October 2-4, 2002

REGISTRATION FORM

Please Print or Type

Attendee Information



PARSON, Kimberly M.

Name (Last, First, MI)

Hopewell Police Dept.

Agency/Company

Admin. Services Manager

Title

300 N. MAIN Street

Address

Hopewell

City

VA

State

23860

(804) 541-2272

Phone Number

(804) 541-2345

Fax Number

KPARSON@ci.hopewell.VA.US

E-mail

☐ SIGN ME UP for the **Dispatcher Breakout Session**

Wed. & Thurs., October 2 & 3, 2002.

on

CLASS SIZE FOR THE DISPATCHER
BREAKOUT IS LIMITED - RESERVE
YOUR SEAT EARLY!

(Fee for breakout session waived if conference registration of \$25.00 paid.)

Registration Information

Conference & Hotel Information

Category	Registration (Mark one)	Holiday Inn Tanglewood
Member - \$25.00	<input type="checkbox"/>	4468 Starkey Rd SW, Roanoke, Virginia
Non-member - \$25.00	<input checked="" type="checkbox"/>	1-540-774-4400
TOTAL Registration Amount Due	\$25.00 (see below for billing info)	Room rate: \$ 64.00 (double/single occupancy) + prevailing state/city sales tax

Make your reservations directly with the Holiday Inn Tanglewood before September 23, 2002. After this date all remaining sleeping rooms will be released back to the hotel for resale. After cut-off date, reservations WILL be accepted based on availability @ the conference rate.

Payment Information

- ☐ Enclosed is a check for _____ made payable to APCO, Virginia Chapter.
- ☐ Attached is a purchase order. Please bill my agency/company for the amount due. (Registrations will not be processed without the submission of an actual purchase order. Purchase order numbers alone DO NOT validate billing.)

If billing address different than address identified above, complete the following:

Billing Address

City, State, Zip

- ☐ If payment enclosed for more than one registration, please attach individual registration form for each person registered.
- ☐ Registration to be paid @ the door. Cancellations must be received no later than Monday, September 23, 2002.

For Questions, contact Terry Hall or Carol Adams @ (757) 890-3656 or e-mail @ adamsc@yorkcounty.gov

Remit registration to Carol W. Adams, c/o York County Emergency Comm. Ctr., Post Office Box 532, Yorktown, Virginia 23690 or fax to (757) 890-3608. Registrations should be received no later than Monday, September 23, 2002.

**City of Hopewell
Request for Travel Authority**

Employee Name	Kimberley L Hunter
Dates of Travel	OCT 1, 2002 OCT. 4, 2002
Purpose of Trip	APCD Virginia Chapter Fall Conference
Destination	Roanoke, Virginia
Account Number	011.3110060.5540.000.000

Total Estimated Expenses:

Room

210.24

Meals

90.00

Transportation (check all that apply)

- ☐ Air
☐ Rail
☒ City Car
☐ Personal Car
☐ Rental Car

25.00 (Gas)

Registration

25.00

Other

350.24

TOTAL

☐

I hereby request travel authority with no advance.

☒

I hereby request a travel advance in the amount of \$ 115.00

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within ten (10) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date: 9-13-02

Approved by Department Director

Approved by City Manager

FOR FINANCE OFFICE USE ONLY

Advance Check No.

Date

Expense Accounting

Date

Expense Check

Date

APCO Virginia Chapter
Fall Conference
October 2-4, 2002

REGISTRATION FORM

Please Print or Type

Attendee Information



Hunter, Kimberley L

Name (Last, First, MI)

Hopewell Police Dept.

Agency/Company

Secretary

Title

300 N Main Street

Address

Hopewell

City

VA

State

23860

ZIP

(804) 541-2272

Phone Number

(804) 541-2345

Fax Number

khunter@ci.hopewell.va.us

E-mail

☐ SIGN ME UP for the **Dispatcher Breakout Session** on

Wed. & Thurs., October 2 & 3, 2002.

on

CLASS SIZE FOR THE DISPATCHER
BREAKOUT IS LIMITED - RESERVE
YOUR SEAT EARLY!

(Fee for breakout session waived if conference registration of \$25.00 paid.)

Registration Information

Conference & Hotel Information

Category	Registration (Mark one)
Member - \$25.00	<input type="checkbox"/>
Non-member - \$25.00	<input checked="" type="checkbox"/>
TOTAL Registration Amount Due	\$25.00 (see below for billing info)

Holiday Inn Tanglewood
4468 Starkey Rd SW, Roanoke, Virginia
1-540-774-4400
Room rate: \$ 64.00 (double/single occupancy)
prevailing state/city sales tax

Make your reservations directly with the Holiday Inn Tanglewood before September 23, 2002. After this date all remaining sleeping rooms will be released back to the hotel for resale. After cut-off date, reservations WILL be accepted based on availability @ the conference rate.

Payment Information

- ☐ Enclosed is a check for _____ made payable to APCO, Virginia Chapter.
- ☐ Attached is a purchase order. Please bill my agency/company for the amount due. (Registrations will not be processed without the submission of an actual purchase order. Purchase order numbers alone DO NOT validate billing.)

If billing address different than address identified above, complete the following:

Billing Address

City, State, Zip

- ☐ If payment enclosed for more than one registration, please attach individual registration form for each person registered.

☐ Registration to be paid @ the door. Cancellations must be received no later than Monday, September 23, 2002.

For Questions, contact Terry Hall or Carol Adams @ (757) 890-3656 or e-mail @ adamsc@yorkcounty.gov

Remit registration to Carol W. Adams, c/o York County Emergency Comm. Ctr., Post Office Box 532, Yorktown, Virginia 23690 or fax to (757) 890-3608. Registrations should be received no later than Monday, September 23, 2002.

City of Hopewell
Request for Travel Authority

Employee Name	Helene A. Polascik
Dates of Travel	OCT. 1, 2002 - OCT. 4, 2002
Purpose of Trip	AFCO Virginia Chapter Fall Conference
Destination	Roanoke, Virginia
Account Number	011.31100600.55410.000.000

Total Estimated Expenses:

Room 210.24

Meals 90.00

Transportation (check all that apply)

- ☐ Air _____
☐ Rail _____
☒ City Car _____
☐ Personal Car _____
☐ Rental Car _____

Registration 25.00

Other 325.24

TOTAL

☐ I hereby request travel authority with no advance.

☒ I hereby request a travel advance in the amount of \$ 90.00

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within ten (10) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date: 9/13/02

Signed: Helene Polascik

Approved by Department Director [Signature]

Approved by City Manager [Signature]

FOR FINANCE OFFICE USE ONLY

Advance Check No.	Date
Expense Accounting	Date
Expense Check	Date

APCO Virginia Chapter
Fall Conference
October 2-4, 2002



REGISTRATION FORM

Please Print or Type

Attendee Information

Polascik, Helene A.

Name (Last, First, MI)

Hopewell Police Dept

Agency/Company

Dispatcher

Title

300 N. MAIN Street

Address

Hopewell

City

VA

State

238600

ZIP

(804) 541-2002

Phone Number

(804) 541-2345

Fax Number

hpolascik@ci.hopewell.va.us

E-mail

SIGN ME UP for the Dispatcher Breakout Session

on

Wed. & Thurs., October 2 & 3, 2002.

**CLASS SIZE FOR THE DISPATCHER
BREAKOUT IS LIMITED - RESERVE
YOUR SEAT EARLY!**

(Fee for breakout session waived if conference registration of \$25.00 paid.)

Registration Information

Conference & Hotel Information

Category

Registration (Mark one)

Member - \$25.00

☐

Non-member - \$25.00

☒

**TOTAL Registration
Amount Due**

\$25.00

(see below for billing info)

Room rate: \$ 64.00 (double/single occupancy)

prevailing state/city sales tax

Make your reservations directly with the Holiday Inn Tanglewood before September 23, 2002. After this date all remaining sleeping rooms will be released back to the hotel for resale. After cut-off date, reservations WILL be accepted based on availability @ the conference rate.

Payment Information

☐

Enclosed is a check for _____ made payable to APCO, Virginia Chapter.

☐

Attached is a purchase order. Please bill my agency/company for the amount due. (Registrations will not be processed without the submission of an actual purchase order. Purchase order numbers alone DO NOT validate billing.)

If billing address different than address identified above, complete the following:

Billing Address

City, State, Zip

☐

If payment enclosed for more than one registration, please attach individual registration form for each person registered.

☐

Registration to be paid @ the door. Cancellations must be received no later than Monday, September 23, 2002.

For Questions, contact Terry Hall or Carol Adams @ (757) 890-3656 or e-mail @ adamsc@yorkcounty.gov

Remit registration to Carol W. Adams, c/o York County Emergency Comm. Ctr., Post Office Box 532, Yorktown, Virginia 23690 or fax to (757) 890-3608. Registrations should be received no later than Monday, September 23, 2002.

RECEIVING

E.I.N. 54-6001354

BILL TO: CITY ACCOUNTS PAYABLE
3RD FLOOR ROOM 322
300 NORTH MAIN STREET
HOPEWELL, VA 23860
804-541-2254

3N



Purchase Order NO. S593268

VENDOR NO.	DELIVER BY	TERMS	SHIP VIA	F.O.B.	REQUISITION NO.	PURCHASE ORDER NUMBER
5538	04/02/03					S593268
						DATE
						04/02/03

TO: MARINER ASSOCIATE
T/A RAMADA PLAZA RESORT OCFRNT
5700 ATLANTIC AVENUE
VIRGINIA BEACH, VA 23451

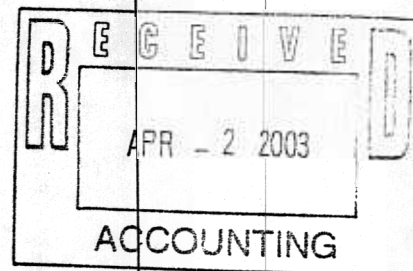
SHIP TO: POLICE DEPARTMENT
FIRST FLOOR
300 NORTH MAIN STREET
HOPEWELL, VA 23860

PO

POLICE DEPARTMENT

PO 804-541-2272

ITEM	QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	1 EACH	LODGING FOR JOHN NEELY AND DARLENE TRENT TO ATTEND VENA/APCO CONF. IN VIRGINIA BEACH 4/29/03 THRU 5/2/03 CONFIRMATION NUMBERS: NEELY - KN5GF TRENT - 5N5GF "IMMEDIATE CHECK" DEPARTMENT PICKUP ACCOUNT DISTRIBUTION: 011.3110060.5232.000.000	748.08	748.08
			SUB-TOTAL	748.08
			TAX	0.00
			SHIPPING AND HANDLING CHARGE	0.00
				748.08
This order is exempt from sales and use tax.			AREA : POL E-911 DIV	748.08



INSTRUCTIONS TO THE VENDOR:

1. P.O. # Must appear on all invoices, packing slips, and correspondence.
2. Articles furnished and delivered as itemized on this order are to be in accordance with the terms, prices, delivery and specifications given on the face of this order.
By accepting this P.O., the seller agrees to the terms and conditions on this order.
4. Seller agrees to provide applicable Material Safety Data Sheets as required by law.
5. The CITY OF HOPEWELL is exempt from payment of federal, state, and local taxes. An exemption certificate will be furnished if requested.

I certify that all commodities on this order have been received, inspected and have been approved as satisfactory fulfilling the requirements of this order

RECEIVED DATE 2/20/03 SIGNATURE Km Barson

P.O. VALID ONLY WHEN AUTHENTICATED

RECEIVING

12/6/99

E.I.N. 54-0001344

ALL TO: CITY ACCOUNTS PAYABLE
3RD FLOOR ROOM 322
300 NORTH MAIN STREET
HOPEWELL, VA 23860
804-541-2254

3N



Purchase Order NO. S593267

VENDOR NO.	DELIVER BY	TERMS	SHIP VIA	F.O.B.	REQUISITION NO.	PURCHASE ORDER NUMBER
1623	04/02/03					S593267
						DATE
						04/02/03

TO: APCO INTERNATIONAL INC
351 NORTH WILLIAMSON BLVD
DAYTONA BEACH, FL 32114-1112

SHIP TO: POLICE DEPARTMENT
FIRST FLOOR
300 NORTH MAIN STREET
HOPEWELL, VA 23860

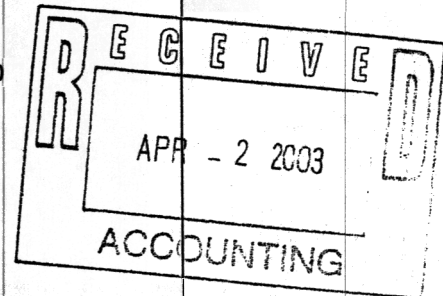
PO

POLICE DEPARTMENT

PO

804-541-2272

ITEM	QUANTITY	DESCRIPTION	UNIT	AMOUNT
1	1 EACH	REGISTRATION FEE FOR VENA/APCO CONF IN VIRGINIA BEACH 4/29/03 - 5/2/03 ATTENDING: KIMBERLY M. PARSON JOHN H. NEELY DARLENE K. TRENT "IMMEDIATE CHECK" DEPARTMENT PICKUP ACCOUNT DISTRIBUTION: 011.3110060.5232.000.000	125.00	125.00
				125.00
SUB-TOTAL				125.00
TAX				0.00
SHIPPING AND HANDLING CHARGE				0.00
This order is exempt from sales and use tax.				125.00
AREA : POL E-911 DIV				125.00



INSTRUCTIONS TO THE VENDOR:

1. P.O. # Must appear on all invoices, packing slips, and correspondence.
2. Articles furnished and delivered as itemized on this order are to be in accordance with the terms, prices, delivery and specifications given on the face of this order.
3. Accepting this P.O., the seller agrees to the terms and conditions on this order.
4. Seller agrees to provide applicable Material Safety Data Sheets as required by law.
5. The CITY OF HOPEWELL is exempt from payment of federal, state, and local taxes. An exemption certificate will be furnished if requested.

I certify that all commodities on this order have been received, inspected and have been approved as satisfactorily fulfilling the requirements of this order.

RECEIVING

P.O. VALID ONLY WHEN AUTHENTICATED

City of Hopewell
Request for Travel Authority

Employee Name	KIMBERLY M. PARSON
Department	POLICE DEPARTMENT
Dates of Trip/Destination	5/01/03 - VIRGINIA BEACH, VIRGINIA
Purpose	VENA/APCO SPRING CONFERENCE
Account Number	011.3110060.5232.000.000

Total Estimated Expenses

Room	\$0.00
Meals	\$30.00

Transportation (check all that apply)

<input type="checkbox"/>	Air		
<input type="checkbox"/>	Rail		
<input type="checkbox"/>	City Car		\$0.00
<input type="checkbox"/>	Personal Car	0.325	100 mi = \$32.50
<input type="checkbox"/>	Rental Car		

Registration	\$25.00
--------------	---------

Other	
TOTAL	\$87.50

☐ I hereby request travel authority with **no advance**

☒ I hereby request a travel advance in the amount of: **\$62.50**

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within thirty (30) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date: **3/31/03**

Signed: *Kimberly Parson*

Approved by Department Director: *[Signature]*

Approved by City Manager: *[Signature]*

FOR FINANCE USE ONLY

Advance Check No.	Date
Expense Accounting	Date
Expense Check	Date

Administrative Policy & Procedure P-23 (Page 3 of 3)

City of Hopewell
Request for Travel Authority

Employee Name	JOHN H. NEELY
Department	POLICE DEPARTMENT
Dates of Trip/Destination	4/29/03 - 5/2/03 VIRGINIA BEACH, VIRGINIA
Purpose	VENA/APCO SPRING CONFERENCE
Account Number	011.3110060.5232.000.000

Total Estimated Expenses

Room	\$374.04
Meals	\$98.00

Transportation (check all that apply)

<input type="checkbox"/>	Air	
<input type="checkbox"/>	Rail	
<input checked="" type="checkbox"/>	City Car	\$20.00
<input type="checkbox"/>	Personal Car	0.325 <input type="text" value="0"/> mi = \$0.00
<input type="checkbox"/>	Rental Car	

Registration	\$50.00
Other	
TOTAL	\$542.04

<input type="checkbox"/>	I hereby request travel authority with no advance	
<input checked="" type="checkbox"/>	I hereby request a travel advance in the amount of:	\$118.00

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within thirty (30) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date: 3/31/03

Signed: John H. Neely

Approved by Department Director:

[Signature]

Approved by City Manager:

[Signature]

FOR FINANCE USE ONLY

Advance Check No.	Date
Expense Accounting	Date
Expense Check	Date

Administrative Policy & Procedure P-23 (Page 3 of 3)

City of **Hopewell**
Request for **Travel Authority**

Employee Name	DARLENE K. TRENT
Department	POLICE DEPARTMENT
Dates of Trip/Destination	4/29/03 - 5/2/03 VIRGINIA BEACH, VIRGINIA
Purpose	VENA/APCO SPRING CONFERENCE
Account Number	011.3110060.5232.000.000

Total Estimated Expenses	\$374.04
Room	\$98.00
Meals	

Transportation (check all that apply)

<input type="checkbox"/> Air		
<input type="checkbox"/> Rail		\$0.00
<input type="checkbox"/> City Car	0.325	\$0.00
<input type="checkbox"/> Personal Car	0 mi=	
<input type="checkbox"/> Rental Car		\$50.00

Registration		
Other		\$522.04
TOTAL		\$98.00

☒ I hereby request travel authority with **no advance**
☐ I hereby request a travel advance in the amount of: _____

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within thirty (30) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date. 3-31-03

Signed.

[Signature: D. K. Trent]
[Signature: J. M. Parsons]
[Signature: M. B. ...]

Approved by Department Director:

Approved by City Manager:

FOR FINANCE USE ONLY

Advance Check No.	Date
Expense Accounting	Date
Expense Check	Date

Administrative Policy & Procedure P-23 (Page 3 of 3)

Public on 'Hopewell_bdc1' (H:) Travel Authority Request Form.xls

VENA/APCO Spring Conference Registration
April 30 – May 1, 2003
Ramada Plaza Resort, Virginia Beach

1 Registration Information

Please register one attendee per form—duplicate form as necessary. Please print or type.

Name (Last) PARSON (First) KIMBERLY

Title ADMINISTRATIVE SERVICES MANAGER

Agency HOPEWELL POLICE DEPARTMENT

Address 300 N. MAIN STREET

City, State/Province, Zip HOPEWELL, VA 23860

Phone (Work) 804-541-2272

Fax 804-541-1234

E-mail Address KPARSON@CI.HOPEWELL.VA.US

Memberships (check all that apply) ☐-NENA ☒-APCO ☐-VAMLIS ☐-Other _____

2 Registration Fees

	Member	Non-member
Pre-conference Course Introduction to 9-1-1 Technology	\$25	\$100*
Spring Conference	\$25	\$25

Total Due \$25

(* includes one-year NENA membership)

3 Hotel Reservation

Make your hotel reservations directly with the Ramada Plaza Resort by calling 1-800-365-3032. Please make reservations by April 7, 2003 to assure rate. Remember to identify yourself as a member of VENA or APCO in order to receive the special rate.

4 Method of Payment

- ☐ - Check payable to VENA enclosed with registration.
- ☐ - Check payable to VENA will be mailed separately prior to conference.
- ☒ - Payment will be made upon arrival at the conference.

5 Send Registration

Please mail the registration and/or checks in care of: Steve Marzolf, 110 South 7th Street, Suite 135, Richmond, Virginia 23219. Registration forms can also be faxed to (804) 371-2795 or emailed to smarzolf@ntp.state.va.us.

VENA/APCO Spring Conference Registration
April 30 – May 1, 2003
Ramada Plaza Resort, Virginia Beach

1 Registration Information

Please register one attendee per form—duplicate form as necessary. Please print or type.

Name (Last) NEELY (First) JOHN

Title COMMUNICATIONS OFFICER 1911

Agency HOPEWELL POLICE

Address 300 N. MAIN ST

City, State/Province, Zip HOPEWELL, VIRGINIA 23860

Phone (Work) 804-541-2275 Fax 804-541-2345

E-mail Address Johni312@cs.com

Memberships (check all that apply) ☐-NENA ☒-APCO ☐-VAMLIS ☐-Other _____

2 Registration Fees

Pre-conference Course	Member	Non-member
Introduction to 9-1-1 Technology	\$25	\$100*
Spring Conference	\$25	\$25
		Total Due <u>\$50.00</u>

(* includes one-year NENA membership)

3 Hotel Reservation

Make your hotel reservations directly with the Ramada Plaza Resort by calling 1-800-365-3032. Please make reservations by April 7, 2003 to assure rate. Remember to identify yourself as a member of VENA or APCO in order to receive the special rate.

4 Method of Payment

- ☐ - Check payable to VENA enclosed with registration.
- ☐ - Check payable to VENA will be mailed separately prior to conference.
- ☒ - Payment will be made upon arrival at the conference.

5 Send Registration

Please mail the registration and/or checks in care of: Steve Marzolf, 110 South 7th Street, Suite 135, Richmond, Virginia 23219. Registration forms can also be faxed to (804) 371-2795 or emailed to smarzolf@ntp.state.va.us.

VENA/APCO Spring Conference Registration
April 30 – May 1, 2003
Ramada Plaza Resort, Virginia Beach

1 Registration Information

Please register one attendee per form—duplicate form as necessary. Please print or type.

Name (Last) Trent (First) Darlene
Title Communications Officer
Agency Hopewell Police Dept.
Address 300 North Main
City, State/Province, Zip Hopewell VA 23860
Phone (Work) 804-541-2275 Fax 804-541-2345
E-mail Address Dtrent@ci.hopewell.va.us
Memberships (check all that apply) ☐-NENA ☒-APCO ☐-VAMLIS ☐-Other _____

2 Registration Fees

	Member	Non-member
Pre-conference Course Introduction to 9-1-1 Technology	\$25	\$100*
Spring Conference	\$25	\$25
Total Due		<u>50.00</u>

(* includes one-year NENA membership)

3 Hotel Reservation

Make your hotel reservations directly with the Ramada Plaza Resort by calling 1-800-365-3032. Please make reservations by April 7, 2003 to assure rate. Remember to identify yourself as a member of VENA or APCO in order to receive the special rate.

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City of Hopewell
Request for Travel Authority

Employee Name	SARAH B. JOHNSON
Department	POLICE DEPARTMENT
Dates of Trip/Destination	5/19/03 - 5/21/03 - VINTON, VIRGINIA
Purpose	COMMUNICATIONS TRAINING OFFICER COURSE
Account Number	011.3110060.5540.000.000

Total Estimated Expenses

Room	\$197.37
Meals	\$105.00

Transportation (check all that apply)

<input type="checkbox"/> Air	
<input type="checkbox"/> Rail	
<input type="checkbox"/> City Car	\$0.00
<input checked="" type="checkbox"/> Personal Car	0.325 <input type="text" value="400"/> mi= \$130.00
<input type="checkbox"/> Rental Car	

Registration	\$239.00
Other	
TOTAL	\$671.37

3593624

<input type="checkbox"/> I hereby request travel authority with <u>no advance</u>	
<input checked="" type="checkbox"/> I hereby request a travel advance in the amount of:	\$432.37

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within thirty (30) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date: 4/23/03

Signed: Sarah B. Johnson

Approved by Department Director: [Signature] 4/25/03

Approved by City Manager: [Signature]

FOR FINANCE USE ONLY

Advance Check No.	Date
Expense Accounting	Date
Expense Check	Date

Administrative Policy & Procedure P-23 (Page 3 of 3)

City of Hopewell
Request for Travel Authority

Employee Name SARAH B. JOHNSON
Department POLICE DEPARTMENT
Dates of Trip/Destination 6/01/03 - 6/04/03 - SUFFOLK, VIRGINIA
Purpose COMMUNICATIONS CENTER SUPERVISOR
Account Number 011.3110060.5540.000.000

Total Estimated Expenses

Room \$228.75
Meals \$105.00

Transportation (check all that apply)

☐ Air
☐ Rail
☐ City Car
☒ Personal Car 0.325 mi=
☐ Rental Car

Registration \$329.00
Other
TOTAL \$703.38

3593624

☒ I hereby request travel authority with no advance

☐ I hereby request a travel advance in the amount of: \$374.38

I understand that this advance is charged to me personally and that an expense report, along with all necessary receipts, must be filed within thirty (30) working days of return. Otherwise, this is my authority to you to deduct this amount from my next paycheck.

Date: 4/23/03

Signed: Sarah B. Johnson
Approved by Department Director: [Signature] 4/24/03
Approved by City Manager: [Signature]

FOR FINANCE USE ONLY

Advance Check No. _____ Date _____
Expense Accounting _____ Date _____
Expense Check _____ Date _____

Administrative Policy & Procedure P-23 (Page 3 of 3)

Public on 'Hopewell_bdc1' (H:) Travel Authority Request Form.xls



APCO Institute

CTO Course

Training Course Announcement

Vinton,
Virginia

May 19-21, 2003

8 a.m. - 5 p.m.

Tuition: \$259.00

Call (888) APCO-911
to register or use the
enclosed registration form!
Online registration now
available at
www.apcoinstitute.org

Communications Training Officer Course

Almost every agency uses some form of one on one training on the dispatch floor to familiarize the new telecommunicator with the job. If yours is one of these agencies you need APCO Institute's *Communications Training Officer* (CTO) program in your communications center. The CTO program will instruct your one-on one trainers how to teach, evaluate and document performance on new-hire trainees in a way that is court-defensible and EEOC consistent. The process of training the new employee and evaluating his or her proficiency can be done objectively, on the job, without fear of costly mistakes or extending the training time.

Co-host: Vinton Police Department

Location: Vinton Firehouse
120 Jackson Ave.
Vinton, VA 24179

Contact: Craig Sheets
540-342-8135 Ext: 518

Lodging:

Hotel Roanoke & Conf. Ctr
110 Shenandoah Ave. N.W.
Roanoke, VA 24016
866-594-4722

Holiday Inn
815 Gainesboro Rd. N.W.
Roanoke, VA 24016
800-465-4329

Remedial training needs can be identified more quickly and strategies can be developed with more effective results.

The topics covered include

- overview of communications training
- civil liability in training
- cto program overview
- adult learning
- cto roles and responsibilities
- interpersonal communications
- counseling
- motivation
- documentation and record-keeping

Date: May 19-21, 2003

Time: 8 a.m. - 5 p.m.

Tuition: \$259.00

Course #: 16597

Prerequisites: None

Upgrading your APCO Institute Instructor Certification

If you have been certified as an APCO Institute Agency Instructor, you have proven that you can teach in a classroom environment. By participating in a Basic Telecommunicator Training course, a Communications Training Officer course or a Fire Communications course, you can upgrade your instructor certification to include this new course. To apply for the upgrade, submit the following:

1. Completed Instructor Upgrade Form
2. Copy of current APCO Instructor Certificate

APCO Institute, Inc.
351 N. Williamson Blvd.
Ft. Lauderdale, FL 32114

(888) APCO-911
Fax: (386) 322-9766
E-mail: Institute@APCO.org

APCO International
351 N. Williamson Blvd.
Daytona Beach, FL 32114-1112

training course announcement



APCO Institute

CCSC Course

Training Course Announcement

**Suffolk,
Virginia**

June 2-4, 2003

8 a.m. - 5 p.m.

Tuition: \$349.00

*Call (888) APCO-911
to register or use the
enclosed registration form!
Online registration now
available at
www.apcoinstitute.org*

Communications Center Supervisor Course

The APCO Institute Communications Center Supervisor Course is designed for prospective, new or experienced communications supervisors who want to learn more and enhance their supervisory skills and knowledge.

The following topics are addressed:

- The Role of the Telecommunications Supervisor
- Liability Issues for Supervisors
- Policies, Procedures and Directives
- Leadership
- Employee

Cohost: Suffolk Police Department

Location: Nansemond-Suffolk Rescue Squad
428 Market Street
Suffolk, VA 23434

Contact: John Marx

Lodging:
Holiday Inn
2864 Pruden Blvd.
Suffolk, VA 23434
1-800-465-4329

Suffolk, VA 23434
757-539-6236

Evaluations • Motivation and Counseling
• Special Projects • Personnel Issues for Supervisors

Class lecture is supplemented by many practical exercises that help the student to apply the lessons to their own agency policies and procedures.

Students not only learn supervisory topics, but also learn how to work together in groups and cooperate to attain common goals.

Date: June 2-4, 2003

Time: 8 a.m. - 5 p.m.

Tuition: \$349.00

Course # 16543

APCO Members receive a \$20.00 discount
Member# _____

Prerequisites: None

APCO Institute, Inc.
351 N. Williamson Blvd.
Daytona Beach, FL 32114

(888) APCO-911
Fax: (386) 322-9766
E-mail: Institute@apco911.org

APCO Institute course information...

Registration Fees: The course registration fee includes class instruction, all workbook materials and APCO International certification. You are responsible for all your travel expenses, lodging, meals and parking fees. Completed registration forms should be received at least 21 days prior to class date. When you send your completed class registration form to us, include a signed copy of your agency's purchase order. If you send payment for the course with your registration, we will immediately credit your account. Group discounts are not available. Do not bring cash to the class: the instructor cannot accept cash payments. Send your payment to the attention of APCO Institute.

Confirmation Policy: We will mail you a written confirmation or cancellation letter 21 days prior to the class date. Should you not receive a cancellation or confirmation letter 21 days prior to the class start date, call the Institute. DO NOT make any travel arrangements or purchase airline tickets before calling us to confirm the class.

Program Hours: Classes run from 8 a.m. - 5 p.m. with an hour break for lunch. You should plan to arrive by 7:40 a.m. to pick up your training materials, meet your program leader and become acquainted with the other attendees.

Cancellation Policy: Any course registration that is canceled more than 21 days prior to the start of the scheduled course will receive a refund minus a \$25 administrative fee. Registrations canceled within 21 days prior to the beginning of the class will receive a 50 percent tuition refund. Cancellations or no-shows on the first day of the course will not receive a refund. This policy applies to all APCO Institute courses and seminars including Virtual Institute courses. All cancellations must be made in writing and submitted to APCO Institute, Inc.

About your APCO Institute...

APCO Institute is the only not-for-profit educational institute that serves the unique needs of the public safety communications industry. APCO Institute is a subsidiary of APCO International, the world's oldest and largest public safety communications organization, with more than 15,000 members worldwide.

Through our membership, we stay current with industry issues and needs. We have access to the industry's experts, thus creating a platform for setting industry standards.

Because APCO Institute is not-for-profit, we have the ability to bring you affordable options and certification.

APCO Institute is overseen, managed and operated by industry experts with years of experience. APCO Institute operates under the direction of an advisory committee and the APCO International Board of Officers, all of whom are your peers in the industry. Because they all work in communications agencies each day, their needs and concerns are the same as yours.

These concerns drive the activity of the APCO Institute. We invite you to look over all our curricula, products and services. You will find something for

everyone in your communications function, from first-line basic training to supervisory, management and even technical testing and certification. Again, remember to explore the many options available to meet your training needs. When you're investing in training, be sure to make decisions for tomorrow, not just for today.

APCO Institute courses include

- Basic Telecommunicator Course
- Telecommunicator Instructor Course
- Comm. Training Officer Course
- Comm. Training Officer Instructor Course
- Customer Service & Team-Building
- Liability Issues Seminar
- PSAP Personnel Management Course
- Communications Center Supervisor Course
- Fire Communications Course
- Emergency Medical Dispatch Instructor
- Emergency Medical Dispatch Manager
- Instructional Design for Trainers
- 9-1-1 Center Manager Course

More information about all these courses is available at www.apcoinstitute.org or by calling (888) APCO-911

Registration Form

Name SARAH B. JOHNSON
(Exactly as it will appear on your certificate)

Member # _____

Agency Hopewell Police Dept

Address 300 N MAIN Street

City, State, Zip Hopewell, VA 23860

E-mail Sjohnson@ci.hopewell.VA.US

Daytime Phone (804) 541-2222

Fax (804) 541-2345

Course # 16543
(Found under date on course description page)

Mail Code _____
(Found above name on mailing label)

Course Location: Suffolk, VA
(Found under "Training Course Arrangements" on course)

Tuition Due: \$ 329.00
329.00

☐ Check Enclosed ☒ Purchase Order ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover
(Attach copy)

Credit Card # _____ Exp. Date _____

Signature _____

Print Name _____
(as it appears on card)

Fax this completed form to (386) 322-9766.

Mail with payment to: APCO Institute
351 N. Williamson Blvd.
Daytona Beach, FL 32114-1112



**The
City
of
Hopewell, Virginia**

300 N. Main Street

23860

Community Relations - 541-2303
Patrol - 541-2285

Crime Solvers - 541-2202
Records - 541-2272

Investigations - 541-2284
Non-Emergency - 541-2275

HOPEWELL POLICE DEPARTMENT

W. E. Cleveland
Chief of Police

541-2282
FAX (804) 541-2345

"We Care"

August 27, 2003

Steve Marzolf, PSC Coordinator
Virginia Information Technologies Agency
Division of Public Safety Communications
110 S. Seventh Street, Suite 135
Richmond, VA 23219-3931

**Virginia Information
Technologies Agency**

SEP 03 2003

RE: FY 2003 True Up


Mr. Marzolf:

Attached is the FY 2003 True Up with supporting documentation for the City of Hopewell.

The actual cost for the mapping display system was significantly less than estimates. Open Software Solutions, Inc. (OSS), the city's public safety software vendor provided the mapping system. The Computer Telephony Integration system, VESTA, was not purchased. Overtime overages within the police department early in the fiscal year made it necessary to reallocate funding. In an accompanying letter, a funding modification request for FY 2004 will address future implementation of the Computer Telephony Integration system.

All other expenditures listed on the funding report are customary. I can be reached at 804-541-2272 should you need additional information.

Cordially,


Kimberly M. Parson
Administrative Services Manager